

# **Military Engineering Data Asset Locator System (MEDALS)**

## **User Manual**

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## **TABLE OF CONTENTS**

<b>1. SCOPE.....</b>	<b>3</b>
1.1 Identification.....	3
1.2 System Overview.....	3
1.3 Access Authorization .....	4
1.3.1 U.S. Government.....	4
1.3.2 DoD Sponsored Contractors.....	4

## Web MEDALS Users Guide

1.3.3 Electronic Drawing Order Request (EDOR) Authority.....	4
1.4 Access Control .....	5
<b>2. REFERENCED DOCUMENTS.....</b>	<b>5</b>
<b>3. EQUIPMENT REQUIREMENTS.....</b>	<b>6</b>
3.1 Hardware/Software Configuration.....	6
3.2 Installation and Setup.....	6
3.3 Security and Privacy Considerations.....	6
3.4 Conventions.....	6
3.5 Problem Reporting.....	7
<b>4. ACCESSING MEDALS.....</b>	<b>7</b>
4.1 Initiating a Session.....	7
4.2 Bulletin Board.....	10
4.3 Main Menu.....	10
<b>5. PROCESSING REFERENCE GUIDE.....</b>	<b>11</b>
5.1 Inquiry.....	11
5.1.1 Inquiry Input.....	11
5.2 Results.....	12
5.2.1 Pick List Page.....	12
5.2.2 Repository Detail Information Page.....	13
5.3 Electronic Drawing Order Request (EDOR).....	15
5.3.1 Generating an EDOR.....	15
5.3.2 EDOR History.....	17
5.4 Update Your User Profile.....	18
<b>APPENDIXES</b>	
<b>A - GLOSSARY OF TERMS, ACRONYMS, AND ABBREVIATIONS.....</b>	<b>20</b>
<b>B - ERROR/RESPONSE MESSAGES.....</b>	<b>22</b>

## **1. SCOPE**

### **1.1 Identification**

The Defense Procurement Reform Act of 1984, Public Law 98-525, Section 1252, mandated procedures for developing, to the maximum extent practical, a centralized system to identify the repository within the Department of Defense (DoD) responsible for technical data relating to an item and the extent of data on file in the repository with respect to that item. As a result, the DoD Data Management Improvement Plan dated October, 1985, directed Defense Logistics Information Service (DLIS) to establish, maintain, and operate the DoD central index/locator system called MEDALS. Implemented in October 1988, the MEDALS serves as the DoD's central locator system for engineering drawings. DoD technical data repositories who store, maintain, and distribute the engineering drawings supply the MEDALS with technical drawing indexing data and associated information, which the MEDALS in turns supplies to its customers along with the drawing location(s). The MEDALS serves the U.S. Government and DoD sponsored contractors.

### **1.2 System Overview**

a. The MEDALS is an automated information system designed to support various inquiry capabilities in order to provide its users with the ability to locate technical drawings, and provide the means to obtain them. The MEDALS is a graphic user interface (GUI), web based system accessible from any personal computer (PC) with Internet web secure socket layer (SSL) browser capability, i.e., Netscape Navigator or Internet Explorer, versions 3.0 or greater. Primarily the MEDALS supports inquiries based on technical drawing information, i.e., drawing asset identifier (document number, Commercial and Government Entity [CAGE] code, document type, and revision level), document number/CAGE, document number, and document title. Users can also search for drawings based on drawing associated information, i.e., part number, part number/CAGE, and National Stock Number (NSN)/National Item Identification Number (NIIN). In addition to the on-line web access, the MEDALS offers the same types of query options in a batch input format, known as batch inquiry, for users with high volume inquiry requirements. Batch inquiries are submitted for processing electronically on-line or on compact disk-read only memory (CD-ROM) and floppy disks/diskettes.

b. The MEDALS supports an on-line order feature called Electronic Drawing Order Requests (EDOR) that allows authorized users to initiate an order request for engineering drawings distributed on hardcopy media, i.e., CD-ROM, aperture card, and paper. The MEDALS sends the EDOR via e-mail to the appropriate DoD technical data repository, which in turn distributes the technical drawing to the requester. For those users with EDOR authority, a history of orders placed within the last 90 days may be viewed.

c. Apart from the query capabilities to locate engineering drawings, the MEDALS provides its users with system information through its on-line bulletin board. The MEDALS Program Management Office (PMO) posts news items pertaining to MEDALS where users may respond via an e-mail hyperlink.

### **1.3 Access Authorization**

Based on the approval of the MEDALS Program Manager (PM), access to MEDALS is limited to the U.S. Government (DoD and civil agencies) and DoD sponsored contractors. Approved access accounts depend on a favorable National Agency Check with Inquiries (NACI) or equivalent investigation, which must be on file with the appropriate ADP security office. The following describe the user categories and access requirements.

#### **1.3.1 U.S. Government**

The category U.S. Government includes DoD and civil agencies (U.S. Coast Guard, Federal Aviation Agency, National Aeronautical Space Administration, etc). Apply for access using the "Government Registration Form", available via the MEDALS Homepage.

#### **1.3.2 DoD Sponsored Contractors**

DoD sponsored contractor are not authorized MEDALS access based on their need for engineering data. It is the DoD sponsor's responsibility to provide contractors with the necessary technical data in order to perform within the scope of the contract. However, a DoD sponsored contractor is authorized MEDALS access only when engaged in an active contract, project, or program where within its scope it states that a tool such as MEDALS is required. The DoD sponsor, Contracting Officer or Contracting Officer Representative, must request for MEDALS access on behalf of the contractor(s) in writing on command letterhead to: MEDALS Program Manager, Defense Logistics Information Service (DLIS-VPO), 74 North Washington Ave., Battle Creek, MI, 49017-3084. The MEDALS access request letter must contain the following information:

- Contract number/effective dates (start/end);
- Name/address of the contractor;
- Names of contracted individuals requiring access (first, middle initial, last);
- Justification for access statement;
- A verification statement that each contracted individual applying for MEDALS access is certified via the Military Critical Technical Data Agreement, DD Form 2345, and a valid Registration for Scientific and Technical Information Services, DD Form 1540, is on file with the Defense Technical Information Center (DTIC), Washington, DC;
- The access request letter must be signed on the Contracting Officer or Contracting Officer Representative; and
- Attach a completed MEDALS Web Registration Form, available on the MEDALS Homepage, for each individual requesting access.

#### **1.3.3 Electronic Drawing Order Request (EDOR) Authority**

The EDOR function allows users to generate an electronic order request for engineering drawings while in MEDALS. Authorized MEDALS users, U.S. Government only, are required to obtain approval from their management, who in turn, must submit a written request to the MEDALS Program Manager, address provided above in paragraph 1.3.2. The written request must be on command letterhead, indicating the individual(s) name,

office, organization, and User ID, with a brief justification statement.

## **1.4 Access Control**

a. Assigned to each user is a User Identification (User Id) code, which links them to a specific access compartment fitting the system capabilities or functions authorized. A User Id and password are both required to gain access to the MEDALS. A User ID is an identification code assigned and associated with an individual who has access to an automated information system, e.g., MEDALS. To obtain a User ID, a user must contact the Automated Data Processing Facility Security Representative (ADPFSR) or Authorized Security Representative (ASR) at his/her agency.

b. A password is a protected and private data string used to authenticate the individual assigned to a User ID. Your password must be eight characters in length, contain at least one upper case alpha character, a numeric character, and one special character, and cannot begin or end with a numeric or special character. The MEDALS encrypts the password, which appear on the screen as a row of asterisks when entered. You must change your password every 90 days on a continuing basis.

c. For system management purposes, the MEDALS is subject to monitoring to ensure authorized usage, protect against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify system security. All the information, including personal, placed on or sent over MEDALS is subject to monitoring. Use of MEDALS, authorized or unauthorized, constitutes consent to its monitoring. Unauthorized use of the MEDALS may subject you to criminal prosecution. Information gathered by means of system monitoring is subject as evidence in the event of administrative, criminal or other adverse action.

## **2. REFERENCED DOCUMENTS**

The following documents supports the MEDALS design, development, and practices relative to maintaining and disseminating information relating to DoD engineering data:

- Public Law 98-525, HR5167, Section 1252(a)(1)
- DoD Instruction 5000.2, Part 9, Section B
- ASME Y14.100M, Engineering Drawing Practices
- ASME Y14.35M, Revision of Engineering Drawings and Associated Documents
- MIL-STD-804, Formats/Coding of Aperture, Camera Copy, and Tabulating Cards
- MIL-HDBK-331, Directory of DoD Engineering Drawing Repositories
- DoD Instruction 5200.21, Dissemination of DoD Technical Information
- DoD Directive 5230.9, Clearance of DoD Information for Public Release
- DoD Directive 5230.25, Withholding of Unclassified Technical Data from Public Release
- DoD 5400.7-R, Freedom of Information Act Program
- DLA Regulation 5200.17, Security Requirements for Automated Information and Telecommunications Systems

### 3. EQUIPMENT REQUIREMENTS

#### 3.1 Hardware/Software Configuration

a. The MEDALS is a mid-tier design consisting of a min-computer and servers, to support on-line access via the Internet web and batch input processing. The MEDALS is located at Defense Logistics Information Services (DLIS), Battle Creek, MI.

b. To access MEDALS, your personal computer (PC) must have an operating system and a secure socket layer (SSL) capable web browser, i.e., Netscape or Internet Explorer (version 4.0 or higher), installed and connected to the web server via a local area network (LAN) or a wide area network (WAN). Any size monitor is acceptable, however, for optimum performance and viewing recommend a resolution of 800 X 600 or greater, 17-inch or larger screen, and color settings set at high color (16 bit) or better. Table 3-1 lists the minimum hardware/software configurations necessary to support the required browsers on three different types of workstation platforms.

Platform	Processor (Minimum)	Disk Space	Memory (Minimum)	Memory (Recommended)	Other
Windows	386sx	4 MB	4MB	8MB	Windows 3.1 or Higher
Macintosh	PowerPC or Mac OS with at least a 68020	2MB	4MB	8MB	At least System 7.01, Apple OpenTransport or MacTCP and Thread Manager, Drag Manager
UNIX	N/A	3MB	16MB	16MB	

Table 3-1. Minimal Workstation Configurations

#### 3.2 Installation and Setup

Your web browser must be able to permit Java scripts, cookies, and SSL in order to access the MEDALS. Most browsers are normally configured to accept these settings as default options.



#### 3.3 Security and Privacy Considerations

Each user must have a user identification (User ID) code and a password to access the MEDALS. The MEDALS maintains a C2 level of security and requires users individually accountable for their actions, including login procedures, auditing of security-relevant events, and resource isolation.

#### 3.4 Conventions

a. Conventions are the characteristics of the system that remain consistent among

applications, screens, and reports. Most web pages include a “Go To MEDALS Main Menu” and a “Go to Start Search” link at the lower left, for easier/faster navigation and searches. On pages that do not contain a link to the main menu or search page, use the browser “Back” button to return to the previous page. Consult the documentation included with the chosen browser for browser-specific navigation functions.

This icon  anywhere on the MEDALS website indicates a link to navigate to the indicated location. This button  and other similar buttons indicate a navigation or function link to perform the function or navigate to the area indicated on the button. There are also underlined links to advance to the specified area. The MEDALS links most data field titles to the definition page.

b. As a security precaution, the MEDALS operates on the “three strikes and out” login convention. After three-failed login attempts, your User ID is disabled, and you will not be able to log in until you contact the security administrator enable your account.

c. An automatic log-off occurs if your session is idle for 20 minutes. You may temporarily go to another web site; however, navigating back to the MEDALS after an automatic log out prompts the following screen message: “Your session has either timed out or you are currently logged out”. You must log in again to gain access.” To end a session, go to the Main Menu from anywhere within MEDALS and click on the “Log Off and Return to MEDALS Home Page” icon.

### **3.5 Problem Reporting**

Should you require operating assistance or need to report a problem, contact the DLIS Customer Service, DSN 932-4725. For problems relating to MEDALS access, contact the DLIS On-line Access office, DSN 932-4726 or e-mail: [on-line@dlis.dla.mil](mailto:on-line@dlis.dla.mil). You may also contact the MEDALS PMO, refer to MEDALS home page, “Program Management Office” button for phone numbers.

## **4. ACCESSING MEDALS**

### **4.1 Initiating a Session**

a. After launching your browser, type in: <https://www.dlis.dla.mil/medals> in the location bar to access the MEDALS home page, shown below in Figure 4.1-1. Click the “MEDALS Inquiry” button to advance to the MEDALS Login page, shown below in Figure 4.1-2.

## Web MEDALS Users Guide



Figure 4.1-1, MEDALS Homepage



Figure 4.1-2, MEDALS Login Page

b. Your ADPFSR or ASR should assign you a generic password for the initial login. You must change the generic password to your own personal one. Click on the "Change Password" button at the bottom of the "MEDALS Login" page, shown in Figure 4.1-2 above, to produce the MEDALS Change Password page, shown below in Figure 4.1-3.





**Figure 4.1-3, MEDALS Change Password Page**

c. Enter your User Id, then tab to the "Password" field and enter your generic password, then tab again to enter your personal password, as defined in paragraph 1.4.b above, in the "New Password" field. Finally, tab one more time to re-enter your new password in the "Retype New Password" field. Once completed, click on the "Submit" button. If you entered everything in correctly, your first display will be the "MEDALS Bulletin Board" page, shown in Figure 4.2-1 below. If not, the "MEDALS Change Password Error" page will appear, shown in Figure 4.1-4 below, displaying an error message and instructions to assist you to change your password.



**Figure 4.1-4, MEDALS Change Password Error Page**

## 4.2 Bulletin Board

a. The MEDALS Bulletin Board, Figure 4.2-1 below, automatically appears when you initially log in each calendar day. Subsequent daily logins will initially display the “MEDALS Main Menu” page. If desired, you may view the bulletin board after the initial daily login by clicking on the “MEDALS Bulletin Board” icon on the main menu. To respond to a bulletin or submit a comment, click on the hyperlink following the “Comments or replies? Send E-Mail to:” at the near bottom of the page. (Note: To prepare and transmit an e-mail directly from the page hyperlink requires proper browser configuration, e.g., Microsoft Explorer with Microsoft Outlook).

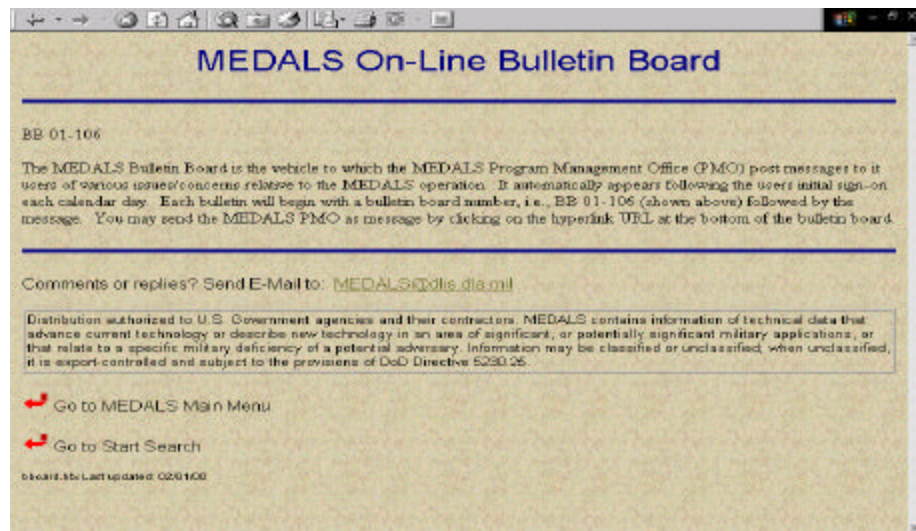


Figure 4.2-1, MEDALS Bulletin Board

## 4.3 Main Menu

a. The majority of the MEDALS functionality capabilities are accessible from the MEDALS Main Menu. The Main Menu displays only those options authorized to you. Figure 4.3-1 below is an example of a Main Menu of a user authorized on-line inquiry and EDOR.

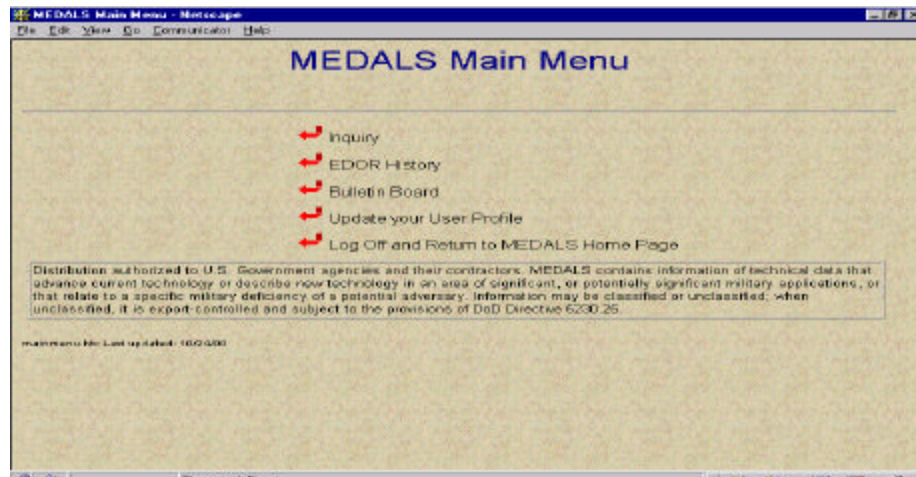


Figure 4.3-1, MEDALS Main Menu

## 5. PROCESSING REFERENCE GUIDE

### 5.1 Inquiry

The following describes the procedures to query the MEDALS for an engineering drawing and other search capabilities based on associated drawing information.

#### 5.1.1 Inquiry Input

a. Click on the MEDALS Inquiry option from the Main Menu, Figure 4.3-1 above, or from any “Go to Start Search” link within the MEDALS to display the MEDALS Inquiry Input page, shown in Figure 5.1-1. Enter the data in the appropriate field(s) for the type of inquiry you desire:

- Document Number, CAGE, Document Type (optional), and Revision (optional)
- Document Number/CAGE
- Document Number
- Part Number (P/N)/CAGE
- P/N
- NSN (FSC and NIIN) and NIIN
- Document Title

b. You may use up to three words, except words i.e., a, the, and, if, is, etc., in a Document Title search. Wildcard queries are permitted in the document and P/N fields, which must contain a minimum of three positions followed by a “?”. You can also wildcard the document title which must contain a minimum of four characters followed by a “?”.

**Figure 5.1-1, Inquiry Input Page**

c. Through a series of cascading inquiry result pages, the MEDALS produces all matching drawing assets (engineering drawings), its associated information i.e., release requirements, security classification, distribution availability/POCs, configuration control



responsibility, drawing size, number of sheets, end item application(s), and associated P/N and NSNs. In addition, you can initiate subsequent queries from a result screen for engineering drawings based on matching associated P/N and NSN from the first inquiry results. Note: The MEDALS displays all the information supplied by the technical data repositories storing the engineering drawing. Direct your questions relating to blank data fields to the technical data repository.

## 5.2 Inquiry Results

The following is a detail description of the result pages produced by the MEDALS based on a match to your on-line inquiry submitted via the Inquiry page, described above.

### 5.2.1 Pick List Page

a. The initial result page produced by the MEDALS is the Pick List, shown in Figure 5.2-1 below. It displays the query you submitted, the number of matches returned, repository location(s) presented by the repository short title button under “Location”, drawing CAGE code, Document Type (Doc Type), Revision Level (Rev Lvl), Document Title, Data Rights Code (DRC), and Proposed Change Indicator (PCI) code.

b. As a result of a wild card inquiry, the Pick List provides the total count of drawings found in the MEDALS, displays the first 200 matches, and recommends you narrow your search.

c. To acquire additional drawing information to a drawing displayed on the Pick List, i.e., distribution requirements, end item application(s), repository POC, etc., or to generate an EDOR, click on the appropriate repository labeled “Location” button corresponding to the desired drawing to produce the “MEDALS Repository Detail Information” page shown below in Figure 5.2-2.

Location	CAGE	Doc Type	Rev Lvl	Document Title	DRC	PCI
DISC	98882	PR	1	Title Unavailable	U	
TACOM	98882	PR	1	Title Unavailable	U	
AMCOM	98882	PR	1	Title Unavailable	U	
DSCR	98882	PR	1	Title Unavailable	U	
DISC	98882	PR	1	Title Unavailable	U	
	98882	PR	1	Title Unavailable	U	

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[Go to MEDALS Main Menu](#)

**Figure 5.2-1, Pick List**

## 5.2.2 Repository Detail Information Page

The “Repository Detail Information” page, Figure 5.2-2 below, provides a comprehensive index description of the engineering drawing you selected from the Pick List page, provided the technical data repository supplied the information, along with the points of contacts at the repository maintaining the drawing. In a series of cascading pages originating from the “Repository Detail Information” page, additional information is available associated to the drawing represented. In addition, if authorized, an EDOR button will appear at the bottom of the page, see paragraph 5.3 for details.

**MEDALS Repository Detail Information**

Document Number	DATE	Doc Type	Doc Loc	Doc	Doc	Doc	Doc
212104	2000	Auto		T			

Doc Title:  
TESTING DOCUMENT TITLE FOR ADD TRANS

Doc Size	Mr of Sheets	Doc Num	Doc Size	Doc Type	Doc Loc	Doc
4	11	11	11	11	11	11

**Repository Information**

Mailing Address: NAVAL INVENTORY CONTROL POINT - MECHANICALS  
 CODE 1540  
 BUILDING 312 BAY P-01, 4611 CARLISLE RD, P.O. BOX 3020  
 MECHANICALS  
 Web Site: [www.naica.org](http://www.naica.org)  
 POC: [SAHIL.PETERSON@NAICA.NAVY.MIL](mailto:SAHIL.PETERSON@NAICA.NAVY.MIL)  
 Phone: 001040822  
 E-mail: 001040822, ADECOVA  
 DSN: 001040822, FAX: 001040822, FAX  
 Remarks: CONTACT POINT: SAHIL PETERSON, 430-3020, CODE 1540  
 ADECOVA@NAICA.NAVY.MIL

Click Here to generate an EDOR  
 Note: EDOR only supports non-online distribution, i.e., AC, PR, and CD.

**Figure 5.2-2, Repository Detail Information Page**

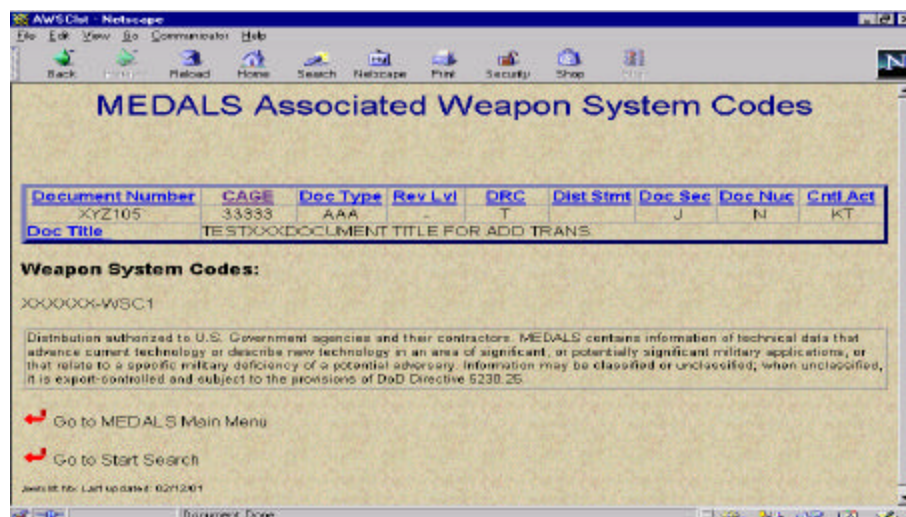
a. To acquire the drawings distribution media, click on the “Distribution Media” button to produce the “Available Media” page, Figure 5.2-3 below, which displays the engineering drawing and the repository location you selected from the Pick List, along with all the forms of media for distribution supported by that repository. Listed are the file formats supported by the repository indicating the distribution media supported by their automated information system.

## Web MEDALS Users Guide



**Figure 5.2-3, Available Media Page**

b. To acquire the weapon system(s) or end item(s) that applies to the drawing you located, simply click on the “Associated Weapon System Codes” button located below the drawing data fields to retrieve the “Associated Weapon System Codes” page, shown below in Figure 5.2-4.



**Figure 5.2-4, Associated Weapon System Codes Page**

b. To acquire P/Ns and/or NIINs associated to a drawing, click on the “List Associated NSNs” or “List Associated Part Numbers” button just below the drawing data fields. The “Associated NSN Information” or the “Associated Part Number Information” page, Figures 5.2-5 and 5.2-6, displays the engineering drawing and repository you selected along with the list of NSNs or P/Ns associated to that drawing, or a message indicating no data was found. You may also generate an inquiry for an engineering drawing based on the associated NSN or P/N results by clicking on the corresponding “Search By” button.



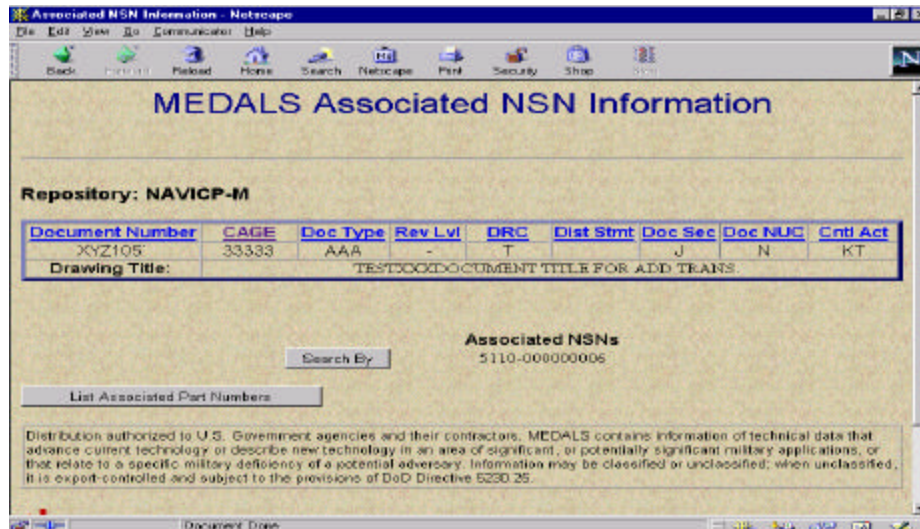


Figure 5.2-5, Associated NSN Information Page

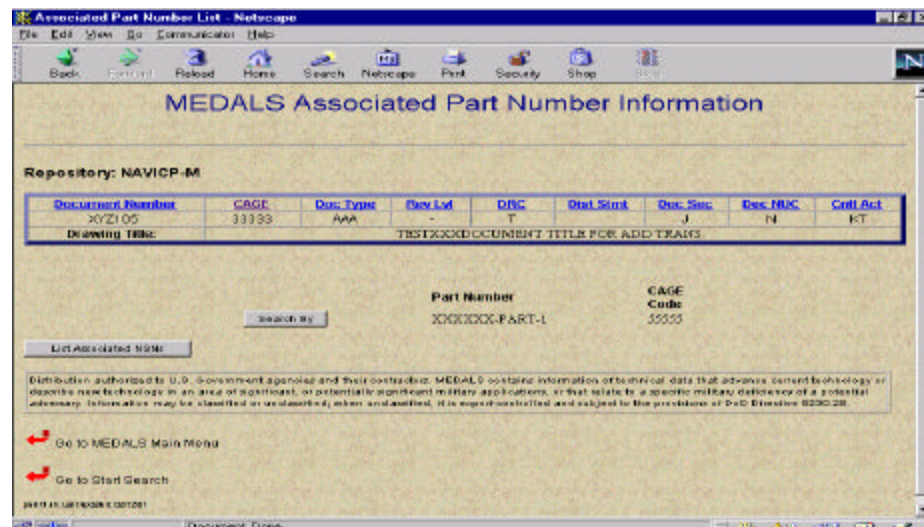


Figure 5.2-6, Associated Part Number Information Page

### 5.3 Electronic Drawing Order Request (EDOR)

An EDOR is a feature allowing you to initiate an order form through the MEDALS to a repository for a copy of an engineering drawing distributed on hardcopy media, i.e., CD-ROM, paper, or aperture card. The following describes the procedure to generate an EDOR and acquire a history of EDORs sent. Note: EDOR capability is not authorized to all MEDALS users, see paragraph 1.3.3 above for details.

#### 5.3.1 Generating an EDOR

a. Click on the “EDOR” button at the bottom of the Repository Detail Information page to produce the EDOR Order Page, shown below in Figure 5.3-1. Based on your selection on the Pick List page, the EDOR Order Form page displays the short title of the repository where the order is going to, the drawing your ordering, your address profile,

number of copies requested, and distribution media. The “Number of Copies” field is set at the default of 1. If you require more than one copy, simply overlay with the desired number. The “Media Code” field is also set with a default media code, which you may change if the repository supports more than one, by clicking on the “down arrow” located to the right of the media code, then click again on the preferred media code.

b. To submit the EDOR, click the “Submit” button; but first, verify that your address profile (e-mail, name, address, and phone number) is correct, since it is where the repository will send the drawing. If changes are necessary, highlight then delete and replace with the correct information. Note: To successfully submit the EDOR, all the input fields, with the exception of “Country”, must contain information. If changes are necessary, you must also change your profile information using the Main Menu option “Update Your User Profile”, since it is the source the MEDALS uses to create the default profile on the “EDOR Order Form” page, refer to paragraph 5.4 below for more details.

[illegible]

**Figure 5.3-1, EDOR Order Form Page**

c. You can to store a temporary address that you can call up and apply to an EDOR. Simply overlay the data field(s) with the valid information, which the MEDALS saves once you submit the EDOR. When you log off then log back on, your original address reappears as the default. To apply the temporary address, click on the “Use Last Address” button.

d. Upon successfully submitting your EDOR, the “EDOR Order Confirmation” page will appear, shown in Figure 5.3-2 below, displaying a copy of the order and the timestamp (month/day/year and time) when you generated it. The MEDALS batches all the EDORs submitted each calendar day and sends them in a single process to the applicable technical data repositories via e-mail. You, as the submitter, will also receive a courtesy copy of the e-mail for your records.



Document Number	CAGE	Doc Type	Rev Lvl	DRC
XYZ105	3333	AAA	-	T

User: TEST ID FOR MEDALS EDOR IN TEST  
 EMail Address: TEST TEST  
 Agency or Company: DO NOT FILL  
 Street Address: 74 NORTH WASHINGTON AVE  
 Street Address Continued: BATTLE CREEK  
 City: MD  
 State Code: 48017  
 Zip Code: USA  
 Country: 616-961-1111  
 Telephone Number: 1  
 Number of Copies: AC  
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[Go to MEDALS Main Menu](#)  
[Go to Start Search](#)

Figure 5.2-2, EDOR Order Confirmation Page

### 5.3.2 EDOR History

a. The EDOR History feature provides historical records of all the EDORs you generated within 90 days from the time of access. To acquire, click on the main menu “EDOR History” option, to call up the “EDOR History” page, shown in Figure 5.3-3. Your User ID, a mandatory input field, appears as the default in the “User ID” field, you may acquire EDOR history of someone else by entering their User ID. Enter the appropriate information in the drawing field(s), and then click on the “Submit” button to get the results. If you enter a document number and leave the remaining drawing fields blank, the MEDALS will return the EDOR history matching that document number. If you click “Submit” with only a User ID entered and the remaining fields blank, the MEDALS produces all the EDORs submitted by the user associated to the entered User ID.

Please enter criteria to change or limit your search (if desired):

User ID:   
 Doc Number:   
 CAGE Code:   
 Doc Type:   
 Rev Level:

[Go to MEDALS Main Menu](#)  
[Go to Start Search](#)

MEDALS Inquiry Web Page updated: 6/20/00

Figure 5.3-3, MEDALS EDOR History Page

b. Based on your Order History page input, the “EDOR History for (User ID)” page, Figure 5.3-4, displays the drawings ordered, to what repository, the time when the user generated it, and the status of the MEDALS transmission. To view each order separately and acquire its status, click on the “Detail” button to the left of the repository name to produce the “EDOR Detail” page, shown below in Figure 5.3-5.

	Rpty	Document Number	CAGE Code	Doc Type	Rev Lvl	DRC	Date/Time Generated	Status
<a href="#">Detail</a>	NAVJCP-M	XYZ105	33333	AAA	-	T	2001-04-19-09:56:55	Pending
<a href="#">Detail</a>	AMCOM	20446000VS	98882	PR	1	U	2001-04-09-12:45:35	Pending

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[Go to MEDALS Main Menu](#)

[Go to Start Search](#)

orderHistory Last updated: 02/01/00

Figure 5.3-4, EDOR Order History Results Page

Repository	Document Number	CAGE Code	Doc Type	Rev Lvl	DRC
NAVJCP-M	XYZ105	33333	AAA	-	T

User: TEST ID FOR MEDALS EDOR IN TEST

EMail Address: TEST TEST

Agency or Company: DO NOT FILL

Street Address: 74 NORTH WASHINGTON AVE.

Street Address Continued:

City: BATTLE CREEK

State Code: MI

Zip Code: 49017

Country: USA

Telephone Number: 616-961-1111

Number of Copies: 1

Media Code: AC

Figure 5.3-5, MEDALS EDOR Order Detail Page

## 5.4 Update Your User Profile

This function allows you to change your profile information. From the Main Menu, click the “Update Your User Profile” icon to produce the “Alter User Profile” page, shown in Figure 5-4 below. Enter the changes, and then click on the “Submit” button to update the profile. If the profile update is successful, MEDALS Main Menu appears with the message: “Your profile was updated successfully.”

## Web MEDALS Users Guide

User Profile Update - Netscape

File Edit View Go Communications Help

Seal of the Department of Defense

# Alter User Profile

User ID: LSCEDORT

All fields denoted with asterisks are mandatory and must be filled in with a value.

User Profile Data	Address Data	Communication Information
NAME (LAST)*	Street1*	E-mail Address*
Agency*	Street2*	Comments Page*
Work place*	City*	Web Page*
ADDRESS*	State/Province*	Fax*
ORGANIZATION*	Zip*	Mailing Address*
	Country*	

Supplemental Information

Name*	E-mail Address*
Comments Page*	Web Page*

Submit

Back to Page

Figure 5.3-1, Alter User Profile Page

## APPENDIX - A

### GLOSSARY OF TERMS, ACRONYMS, AND ABBREVIATIONS

<b><u>Term, Acronym, or Abbreviation</u></b>	<b><u>Definition</u></b>
ADP	Automatic Data Processing
ADPFSR	Automated Data Processing Facility Security Representative
ASR	Authorized Security Representative
CAGE	Commercial and Government Entity Code.
CD-ROM	Compact Disk-Read Only Memory
DAI	Drawing Asset Identifier
Dist Stmt	Distribution Statement
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information Service
Doc Nbr	Document Number
Doc NUC	Document Nuclear
Doc Sec	Document Security
Doc Type	Document Type
DoD	Department of Defense
DRC	Data Rights Code
EDOR	Engineering Drawing Order Request
FTP	File Transfer Protocol
GUI	Graphical User Interface
JEDMICS	Joint Engineering Data Management Information and Control System

## Web MEDALS Users Guide

<b><u>Term, Acronym, or Abbreviation</u></b>	<b><u>Definition</u></b>
LAN	Local Area Network
MB	Megabytes
MEDALS	Military Engineering Data Asset Locator System
NIIN	National Item Identification Number
NSN	National Stock Number
P/N	Part Number
PC	Personal Computer
PCI	Proposed Change Indicator
PMO	Program Management Office
POC	Point of Contact
Rev Lvl	Revision Level
SSL	Secure Sockets Layer
User ID	User Identification
WAN	Wide Area Network
WEB	World Wide Web



## APPENDIX - B

### ERROR/RESPONSE MESSAGES

This appendix describes the various alert and warning screens that you may encounter, depending on the function, i.e., changing a password or entering data to perform a query or generate an EDOR.

#### B-1 No Record of User ID

The following alert message appears if you entered an incorrect User ID at the login screen. Click the “Back one page” button to return to the login page and enter the correct User ID.

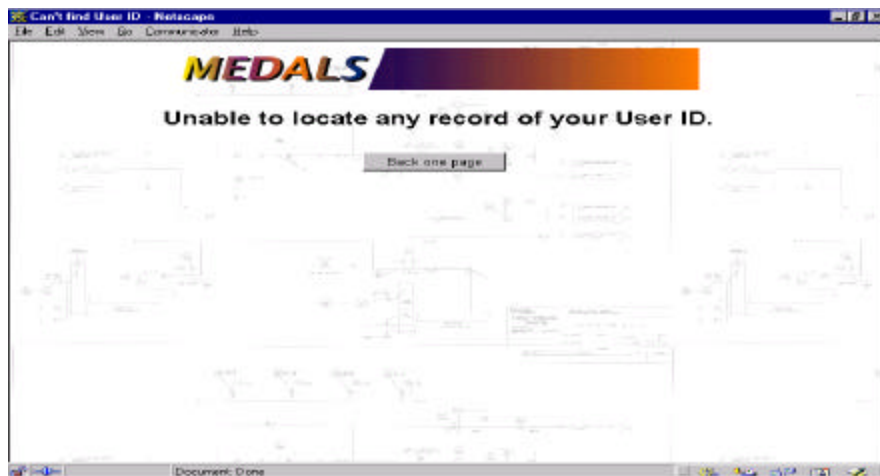


Figure B-1, User ID Alert

#### B-2 Incorrect Password

The following alert message appears if you enter an incorrect password at the login page. Click the “Back one page” button to return to the login page and enter the correct password.

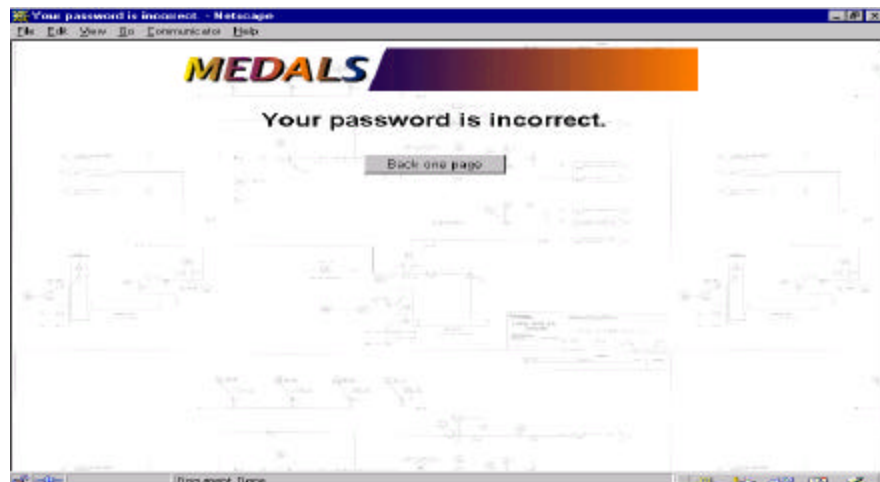


Figure B-2, Incorrect Password Alert

### B-3 New Passwords Do Not Match

The following alert message appears if you enter an incorrect password confirmation at the Change Password page. Click the “Back one page” button to return to the Change Passwords page and enter the correct password confirmation.



Figure B-3, New Passwords Do Not Match

### B-4 Missing Document Number

The following page appears if you do not enter a document number when performing an inquiry by document number. This occurs if you did not enter data in the mandatory fields. Click the “Go to Start Search” link, or use the back button on the web browser to return to the inquiry page. Enter a document number in the appropriate field.



Figure B-4, Missing Document Number

## B-5 Invalid Wild Card Query

If you enter less than the minimum characters allowed, the following appropriate page/message appears.

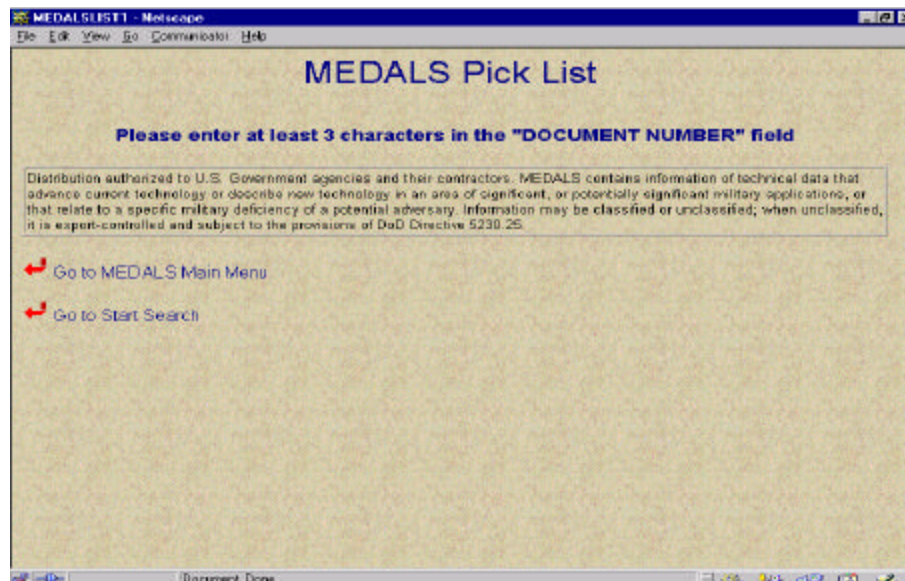


Figure B-5a, Pick List, Invalid Document Number Wild Card Entry

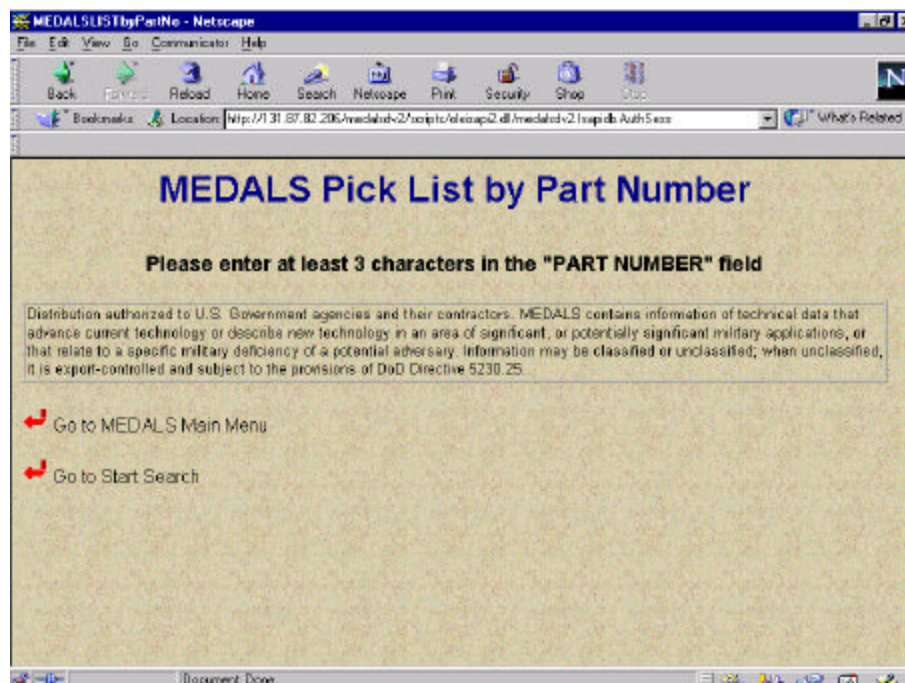
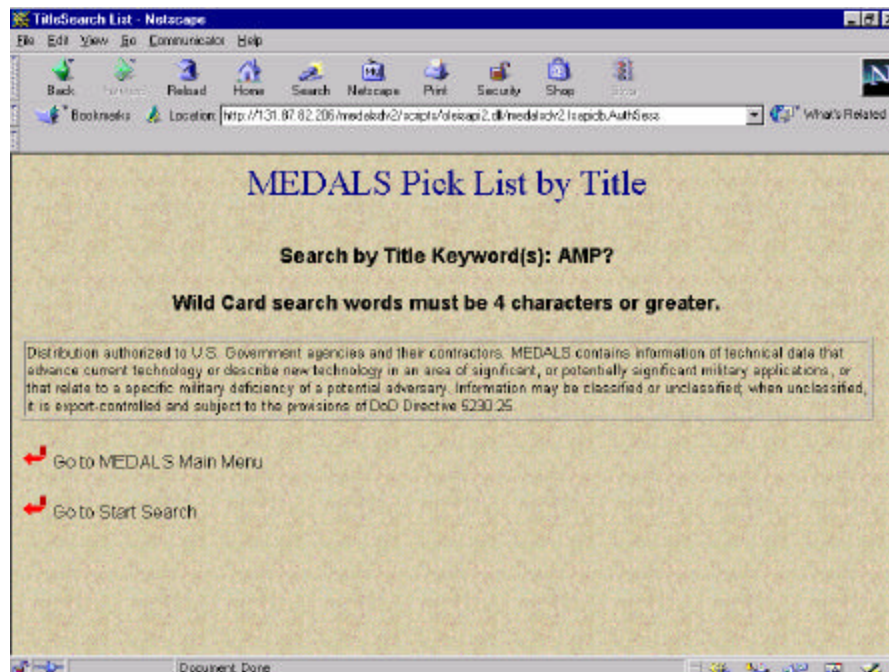


Figure B-5b, Pick List, Invalid Part Number Wild Card Entry





**Figure B-5c, Pick List, Invalid Document Title Key Word Search**

### **B-6 No Part Number (P/N) Alert**

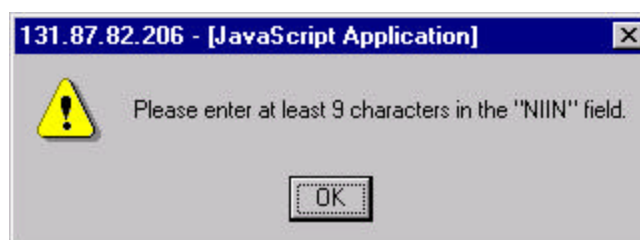
If you do not enter a P/N when performing an inquiry by P/N, the following message appears. This occurs if you enter the CAGE code in the optional field without entering a P/N in the mandatory field. Click the OK button and enter the appropriate P/N in the P/N field.



**Figure B-6, No Part Number Alert**

### **B-7 Incorrect NIIN Entry Alert**

The following message appears if you enter a NIIN of incorrect length in the NIIN number field. Click the OK button and enter the correct NIIN in the NIIN field.



**Figure B-7, Incorrect NIIN Entry Alert**

## B-8 Missing Entry Alerts

If there is no value in the P/N, NIIN, or Title (Word Search) field and click the respective Submit button, the appropriate following message appears. Click the OK button and enter a value in the appropriate field.



Figure B-8a, No Value Entered for Part Number Alert



Figure B-8b, No Value Entered for NIIN Alert



Figure B-8c, No Value Entered for TITLE Alert

## B-9 Record Not Found

One of the following appropriate pages appears because of a “no match” based on the inquiry input criteria.

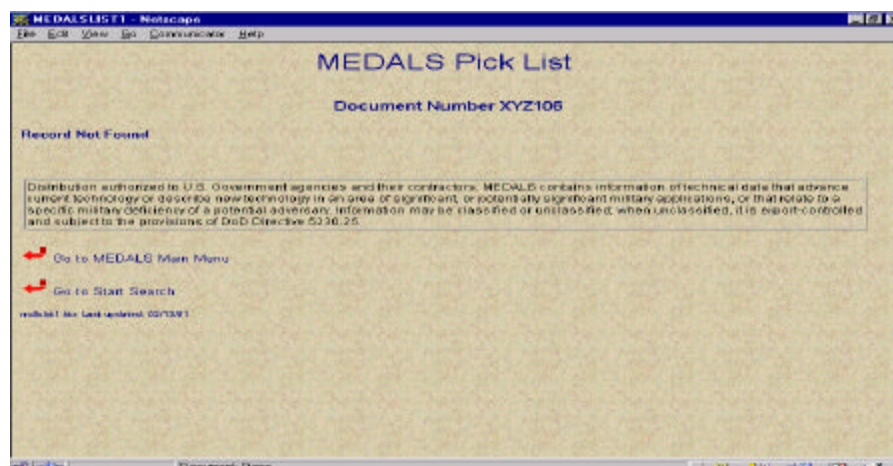


Figure B-9a, Record Not Found Page– Pick List

## Web MEDALS Users Guide

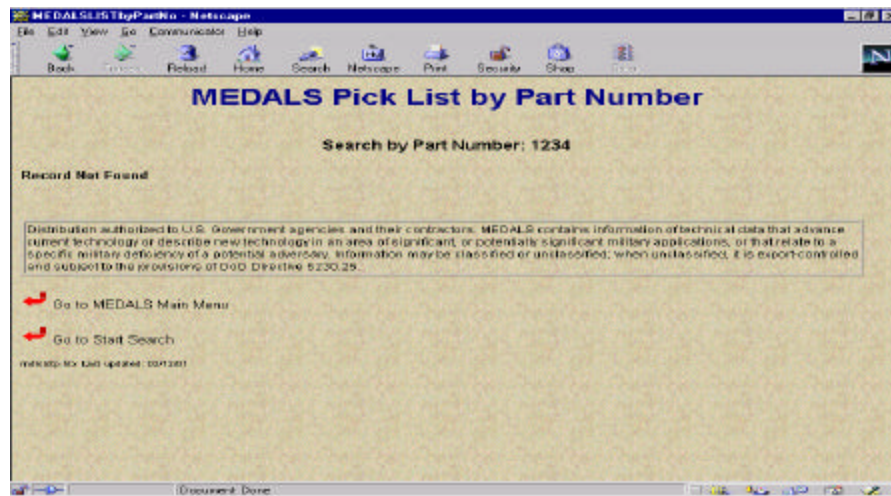


Figure B-9b, Record Not Found – Pick List by Part Number Page

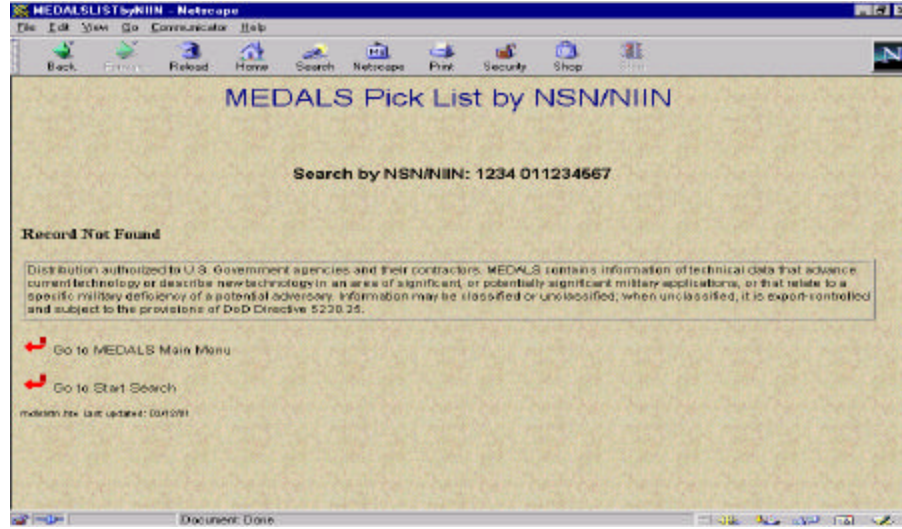


Figure B-9c, Record Not Found – Pick List by NIIN Page



Figure B-9d, Record Not Found – Pick List by Title Page

## **B-10 Time Out Error**

If your on-line MEDALS session is inactive for 20 minutes, the next command that is attempted yields the following on-screen message:

“Your Session has either timed out or you are currently logged out. You must log in again to gain access.”